



INTERTRIBAL COURT OF SOUTHERN CALIFORNIA

49002 Golsh Road Valley Center, California 92082

Phone: (760) 751-4142

Fax: (760) 751-3078

Web: www.intertribalcourt.org

**POSITION ANNOUNCEMENT
PRO TEM JUDGE**

Summary

The Intertribal Court of Southern California invites applications from qualified individuals interested in serving as a pro tem judge. Under the supervision of the chief judge, this position is responsible for presiding over cases within the jurisdiction of the Court.

Minimum Qualifications

The Intertribal Court of Southern California Inter-Governmental Agreement establishes the following minimum qualifications for judges of the Court:

- Be thirty (30) years of age or older
- Be of good moral character
- Hold a high standard of conduct and integrity
- Possess a high school diploma or its equivalent
- Be capable of carrying out the duties of the office
- Demonstrate knowledge of tribal, California state, and United States federal law
- Have never been convicted of a felony

Duties and Responsibilities

- Preside over cases within the jurisdiction of the Court as assigned by the chief judge
- Conduct legal research when necessary for case resolution
- Prepare written orders, judgments, and opinions
- Assist in development of court rules, policies, and procedures as requested
- Perform other duties as assigned by the chief judge

Knowledge and Abilities

- Knowledge of applicable tribal, state, and federal statutes, case law, rules, regulations, policies, and procedures
- Ability to conduct hearings, develop case records, and issue decisions that include findings of fact and conclusions of law
- Ability to hear cases with impartiality
- Ability to interpret and apply statutes, case law, rules, regulations, policies, and procedures to the facts presented
- Ability to maintain the confidentiality of court records

- Skill in operating a personal computer utilizing word-processing software

Preferred Education and Experience

A juris doctorate from an American-Bar-Association-accredited institution with ten (10) years of experience in the practice of law is preferred. Experience may include tribal, state, or federal judicial service.

Additional Information

- Compensation: Dependent on experience
- Status: Independent contractor
- Hours: As needed
- Indian preference: Native American preference applies

Applications

To apply, submit a cover letter and résumé to Director of Administration and Human Resources Maria Maciel at mmaciel@intertribalcourt.org. This position is subject to appointment by the Tribal Judicial Council of Southern California and will remain open until filled.